

Telecommunications Advisory Board (TAB) via ZOOM  
Meeting Notes: June 8, 2020

**Members Present:** Ed Ebenbach, Chairman, Kurt Krause, Art Zapolski, David Laustsen, and Keith Peters

**Associate Members Present:** Jean Laustsen

**Quorum:** Yes

**Board of Supervisors Liaison:** Nancy Santacecilia

**Township Manager:** Stephanie Mason

**Special Projects Coordinator:** Andrea Susten

Proceedings

- Meeting - Called to order at 6:36 P.M. by Mr. Ebenbach.
- Minutes from 5/11/2020 meeting by Keith Peters and Mr. Zapolski – unanimously approved on Motion by Mr. Ebenbach and seconded by Mr. Krause.
- New Building/System Upgrade Project – Mr. Ebenbach updated the group concerning the Community Meeting Room system issues/progress:
  - Mr. Ebenbach reported that there was an intermittent problem with the audio on the Comcast broadcast system. The problem experienced was different from the one reported in April with Comcast. Comcast is still on lockdown due to Covid-19 precautions, therefore the problem will be addressed after the lockdown is lifted.
  - There are still several maintenance matters left over from March including one small warranty issue. ATV is still not fully staffed due to the lockdown; they laid off several employees. As a consequence, these matters will have to wait until the lockdown is lifted and ATV is in operation again.
- Programming Projects
  - 2020 Video planning and next steps – most on hold during the stay-at-home restrictions except as follows:
    - **Doylestown Health** – Ms. Mason was recently contacted by Doylestown Health. The hospital wants to explore broadcasting health related programming produced by the hospital for posting on the Township’s media platforms. Unfortunately, the meeting was canceled by Doylestown Health officials shortly before the scheduled time due to an emergency. The teleconference will be rescheduled for a future date.
    - **Coronavirus Interviews/Vignettes** – Mr. Peters and Mr. Zapolski expanded on the idea of potentially recording, by ZOOM or in-person recording individuals that will describe how this lockdown has affected their lives, work or school. Mr. Peters drafted a short list of questions and guidelines for the project and previously circulated it to Mr. Zapolski and the Laustsens for comment. After a brief discussion on the outline, Mr. Peters agreed to send a copy of a revised outline to the group for comment prior to the next TAB meeting. Mr. Ebenbach expressed his concern that TAB should move quickly to begin capturing the interviews while the Covid-19 lockdown experience was fresh in everyone’s minds. Mr. Zapolski suggested that after the final outline was approved, interviews should commence soon after Bucks County enters the green phase of reopening after the lockdown. Mr. Kraus opined that interview questions should be kept open-ended so as to obtain the broadest responses possible from interviewees.
    - **Police Intro Video** – Mr. Ebenbach, noted that this project is at a standstill since Officer Whiteside was no longer available to work on this video production.

- **Lieutenant retirement** – the discussion continued from last meeting regarding a retirement ceremony from the police. There are no new developments. Mr. Peters stated that we should see how TAB can assist in moving the project along since Officer Whiteside is not available any longer to monitor the progress of this video.
- Slides update – Ms. Susten unveiled the new slides design. Instead of being color coded for the type of information being displayed, the slides will have a banner on the lower third or at the top identifying the category being shown to identify, for example, that the graphic is about the Board of Supervisors. The banner will incorporate the DTV logo and the Township seal when appropriate. The slide background will be white but other background designs will also be employed so long as the graphics stand out. The 4x3 slide format currently used will be maintained. There is a library of 46 slides that will be transitioned to the new format. Organizing the slides for broadcast should not be difficult and will be worked on by Ms. Susten and Mr. Krause.
- Social Media Status – Ms. Susten stated that Facebook usage remains strong. However, the monthly statistics do not give the Township credit for a significant number of reposts which came from other sites that the Township disseminates. The reposts were a large part of the traffic this past month due to the Covid-19 lockdown. Reposted material came from the governor’s office and other governmental and police sites. Ms. Susten noted that the new video on the 2018 Memorial Day Parade was well received and had many favorable comments.
- Verizon Franchise Negotiations –Ms. Mason indicated there is nothing new to report at this time due to the basic pause placed on everything.
- Adjournment – The meeting was adjourned at 7:21 P.M. on a motion made by Mr. Ebenbach and seconded by Mr. Zapolski.

Meeting Notes respectfully submitted Art Zapolski